

OFFICE OF THE GOVERNOR

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ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

Bill JOHNSON
DIRECTOR

STATE OF ALABAMA

June 13, 2008

To Whom It May Concern:

The Alabama Department of Economic and Community Affairs – Energy, Weatherization and Technology (ADECA-EWT) Division is soliciting proposals for innovative energy efficiency, renewable energy and water efficiency projects that provide significant energy and cost savings.

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a fully executed document is in place. Therefore, proposals selected for funding shall not perform any work prior to an executed agreement. Questions concerning the RFP may be submitted to Kathy Hornsby, Program Manager, at kathy.hornsby@adeca.alabama.gov or via fax at (334) 242-0552 through July 16. We look forward to your participation.

Sincerely,

A handwritten signature in black ink that reads "Terri L. Adams".

Terri L. Adams
Division Director
Energy, Weatherization and Technology

TLA/KH/ay

Enclosures

**Alabama Department of Economic and Community Affairs
Energy Weatherization and Technology Division**

STATE ENERGY PROGRAM

**REQUEST FOR PROPOSAL (RFP)
FOR**

ENERGY EFFICIENCY AND RENEWABLE ENERGY PROJECTS

The Energy, Weatherization and Technology (EWT) Division of the Alabama Department of Economic and Community Affairs (ADECA) manages the State Energy Program (SEP) by authority of the U.S. Department of Energy. Each year EWT develops and implements an energy efficiency plan that aims to increase energy efficiency in Alabama. As part of this plan, EWT is currently seeking proposals for innovative energy efficiency, renewable energy and water efficiency projects that provide significant energy and cost savings.

PART I GENERAL INFORMATION

A. Funds Available: \$50,000.00

B. Match Requirement: 25% Non-federal match is required

C. Eligible Applicants

Eligible applicants are state and local government entities, non-profit corporations, and public colleges and universities.

D. Project Eligibility

Projects must focus on the implementation of energy efficiency, renewable energy, and/or water efficiency technologies and concepts that provide significant measurable energy and cost savings.

E. Due Date and Delivery Address

All proposals must be received no later than 5:00 p.m., Thursday, July 17th, at:

By Mail:

ADECA-EWT

P.O. Box 5690

Montgomery, AL 36103-5690

By Courier:

ADECA-EWT, Mailroom 404

401 Adams Avenue

Montgomery, AL 36104

Proposals should be sent to the attention of Mrs. Kathy Hornsby, Program Manager. Proposals submitted after the due date will not be considered for funding.

F. Right to Reject

EWT reserves the right to reject, at its sole discretion, any and all proposals submitted and to request additional information from Proposers. EWT reserves the right to award a grant on an “all or none” basis or to negotiate a grant for certain work elements. EWT reserves the right to negotiate with any Proposer(s). Grant awards will be made to the entities which, in the opinion of EWT, are determined to be the best qualified and whose proposals best meet the requirements of this RFP and the goals of the SEP.

PART II PROPOSAL REQUIREMENTS

A. Letter of Transmittal

Each proposal must be submitted with a letter of transmittal that includes the following:

1. A brief statement of the work to be done
2. A total cost for the project
3. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal

B. Proposal Contents

The Proposer must submit one (1) original and three (3) copies of the following items:

1. Title Page

Title of proposed project, name of Proposer’s organization, mailing address, telephone number, e-mail address, name of contact person(s), and date submitted

2. Executive Summary

Provide a one paragraph description of the proposed project.

3. Project Narrative (10 page limit, minimum size 11 font)

- Provide a detailed description of the proposed energy efficiency, renewable energy, and/or water efficiency project including discussions of innovative aspects of the project and how the project will provide measurable energy and cost savings.
- Include a scope of work outlining in detail all services to be performed along with time estimates and estimated budget amounts for each task.

- Describe the method to be used for measuring project success and provide an estimate of anticipated energy and cost savings.
- Sustainability plan: Describe how the project will be continued past the project performance period.
- If equipment (tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5000 or more per unit) is to be purchased as a part of this grant, then the following information must be furnished:
 - Description of equipment
 - Cost estimate
 - How equipment will be used to support this project

4. Proposed Budget

Your budget should be submitted in two parts:

- a. The Project Budget (Attachment “A”)

Budgets must be broken down into specific cost categories; e.g., personnel, fringe benefits, supplies and materials, travel, contractual, other, and indirect costs for the requested grant funds and for the 25% non-federal match. Proposal preparation costs are not reimbursable.
- b. Budget Narrative (Attachment “B”)

A detailed explanation of the basis for all estimated costs

5. Prohibited Expenditures - State Energy Program Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for construction or repair of buildings or structures
- To purchase land, a building or structure or any interest therein
- To subsidize fares for public transportation
- To subsidize utility rate demonstrations or state tax credits for energy conservation
- To conduct or purchase equipment to conduct research, development or demonstration of conservation techniques and technologies not commercially available

6. Proposer's Background and Experience (two page limit)

Give a brief description of the qualifications and experience of each staff member assigned to this project and briefly describe any similar projects which your organization and/or project team has developed and implemented.

7. Attachments

- Attachment "A" – Project Budget

The Project Budget will outline the expenditures that will be made in your project. The cost of improvements would typically be in the supplies and materials, contractual, and equipment categories. However, please reference Attachment "B" for a description of each category.

- Attachment "B" – Budget Narrative

The Budget Narrative is a detailed explanation of the expenditures outlined in the Project Budget.

- Attachment "C" – State of Alabama – Disclosure Statement

Alabama Act 2001-955 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote 'N/A' (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. The form must be signed, dated, and notarized.

- Attachment "D" – Offerer/Proposer Information

The Offerer must submit an Offerer/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project.

- Attachment "E" – Taxpayer Identification Number (Form W-9)

A completed W-9 Request for Taxpayer Identification Number and Certification form must accompany the proposal.

- Attachment "F" – Immigration Status

A declaration that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

- Attachment “G” – Assurance of Compliance

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the applicant receives Federal assistance from the Department of Energy.

- Attachment “H” – Certifications

This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

PART III EVALUATION CRITERIA

A. Compliance Review

To be judged compliant to this solicitation, all proposals must meet the following criteria:

1. Be received at ADECA-EWT by the due date
2. Be complete, including all attachments

B. Technical Review

Compliant proposals will be evaluated as follows:

Criteria	Maximum Points
Scope of Work The scope of work should outline in detail all services to be performed and should include time estimates for each task. Proposals will be graded with reference to innovation, technical feasibility, and compatibility with the objectives of this solicitation.	30
Potential Impact The proposed project will be evaluated as to its potential for significant energy and cost savings. Plans for sustainability and continued implementation stage will be evaluated.	25
Quantifiable and Measurable Elements The proposal must contain a method for evaluating program effectiveness.	10
Training and Experience of Project Staff	10

Budget The proposal must contain a realistic budget with a detailed description of project costs, including the basis for cost estimations. Projected costs for work elements must be reasonable and cost effective.	25
Total Maximum Points	100

PART IV GRANT AWARDS

The ADECA-EWT Division plans to issue grants to begin no later than October 1, 2008, and terminate no later than September 30, 2009, for an amount not to exceed that which is negotiated between the selected Proposer(s) and ADECA. Payments shall be made on a cost-reimbursement basis over the course of the grant period.

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QUESTIONS

Questions pertaining to this RFP may be submitted in writing to Kathy Hornsby, Program Manager at kathy.hornsby@adeca.alabama.gov.

**ADECA RESERVES THE RIGHT TO REJECT WITHOUT REVIEW ANY PROPOSALS
DETERMINED TO BE INCOMPLETE.**

PROPOSAL CHECKLIST

YOUR PROPOSAL SHOULD INCLUDE THE FOLLOWING:

- Letter of Transmittal
- Title Page
- Executive Summary
- Project Narrative
- Budget (Attachments “A” and “B”)
- Proposer’s Background and Experience
- Completed, signed, and notarized Disclosure Statement (Attachment “C”)
- Offerer/Proposer Information Form (Attachment “D”)
- Form W-9 Request for Taxpayer Identification Number (Attachment “E”)
- Immigration Status Form (Attachment “F”)
- Assurance of Compliance (Attachment “G”)
- Certifications Form (Attachment “H”)

NOTE: Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.